

News and Notes:

New Staff

Welcome Nick Carda to the Department of Education, Office of Data Collections. Nick started in October and is going to be working with teacher data, specifically school personnel. Nick is a native of Pierre, a 2002 graduate of Riggs High School and a 2006 graduate of Black Hills State. For questions regarding teacher data or school personnel data, please see information below:

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December Reporting Period Ends 12-1-2006

Submission Deadline January 5, 2006

The December student data submission should include all students enrolled by December 1. All students included in the fall reporting period must also be included in this submission. The federal child count data is extracted from this submission so if a student has been on an active IEP at any point during this school year, all special education data elements must be completed.

For those using SIMSNet or DDN Campus, you do not have anything to submit. Just make sure all student data in your system is up to date by the submission deadline of January 5.

Preparing For the December Report

To update for the December submission, the following steps should be completed.

1. Add New Students – Add any new students enrolled after September 30 and before December 1st.
2. If a student has exited between September 30 and December 1, assign a status end date and reason for leaving.
3. If a student has an IEP, complete / update special education data elements.

Special Ed Students No Longer on an IEP

To end the special education records for a child no longer receiving services this year who has an eligibility date starting in this school year:

1. Go to Special Education tab in SIMS data
2. Enter an end date.
3. Enter the reason for leaving.
4. Save.

If you have a change in the IEP, you will have to complete the following steps to change the record:

1. Go into the existing special education record and enter an end date and reason for leaving of "Change in IEP Related Services."
2. Save.
3. Go to new entry.
4. Enter new IEP info; use first school day the IEP information becomes active for the eligibility date.
5. Save.

Ending Enrollments for Students with Active Special Education Records

When ending the enrollment for a student with an active special education record, the special education data will automatically be given the same end date as the enrollment records. Once this is done, you must still go into the special education data and enter a reason for leaving. This is replacing a former separate collection of the data. If these reasons aren't completed, we will have to contact districts with lists of students to have the updates done. Save some work and complete this element when students exit!!

Special Education Services

Please note: special education services should be reported in hours per week. Some districts are still reporting in minutes. That is not correct. For example: a student receives 40 minutes of speech per week, he should have .7 ($40/60=.666$ then round) not 40.

Creating Your December 1st Child Count Report

Please click on the link for further instructions:

<http://www.doe.sd.gov/ofm/sims/newsletter/DecChildCountReport.pdf>

Common December Sped Reporting Errors

(Use of the Placement Categories)

Students ages 3-5 must use the 0300 placement categories regardless of their grade. If you have a child who is in kindergarten and age 5 on December 3, this child must have a placement category of 0305, 0315, 0325, 0335, 0345 or 0355, while students ages 6-21 must use the 0100 placement categories.

Final Corrections to Child Count Deadline

The Office of Data Collections will be sending a complete child count listing by mid-January. Please review this list for accuracy and completeness, as soon as it is received, so that we can submit required federal reports to USDOE by their deadline of February 1. ***Absolutely no corrections and or additions will be allowed to the child count after February 16, 2007.*** If you have any questions on this please contact Michael Mboob with the Department of Education.

Updating your Data

Data can be continually updated on the database. You do not need to wait for verification from this office that the December submission is complete. We would like schools to get in the habit of continually updating their data. By doing this we should be able to provide a better product and service. If data is constantly being updated, we should be able to “catch” programmatic errors sooner and chances are you will get a faster response to any questions you do have. (The phones tend to get a bit busy around the submission deadlines.)

Student Records Resources on the Web

<http://www.state.sd.us/deca/finance/data/sims>

The above internet address exhibits several resources for SIMS users. Included are lists of data elements, FAQ's, policy statements, newsletters, and updated information. If you have questions, you may want to check the website – it may save you a call.

Add or Remove Name from SIMSNet Listserv

To add or remove a name from the mailing list, please go to the following site and follow the appropriate link <http://listserv.state.sd.us/archives/simsnet.html>.

Schools SIMS Net Contact Person

Please email Jennifer Elrod, jennifer.elrod@state.sd.us with any personnel changes or SIMS contact information changes.

Attendance Policies

The Department of Data Collection is reviewing attendance policies and would like to hear back from you. Please review the link below and email your responses or feedback to susan.woodmansey@state.sd.us.

<http://www.doe.sd.gov/ofm/sims/newsletter/AttendancePolicies.pdf>

Save Time for School Staff School Height and Weight Data Collection

Do you know if your school is participating in the school height and weight data collection project? For the first time, school staff can save a great amount of time by entering student heights and weights on the Infinite Campus system. Please share this information with your district and school building staff!

School nurses and health and physical education teachers often are leading the data collection process. As we travel around the state and visit with these staff, many are not aware that the Infinite Campus system is available in their district. Please share this information with them and others in the district to increase the awareness of this new method of submitting data.

Data for the 2006-2007 school year will be accepted at anytime during this school year but must be submitted no later than June 15, 2007 for inclusion in analysis. The following website includes simple instructions for using the Infinite Campus: <http://www.state.sd.us/doh/SchoolWeight/>. The web site also includes instructions for taking accurate measurements and for maintaining confidentiality.

The Department of Education (DOE), in collaboration with the South Dakota Department of Health (DOH), If you have questions about the school data, please contact Kristin at 605/734-4551 or Kristin.Biskeborn@state.sd.us.

Frequently Asked Questions & Answers

Question: How are we supposed to code the students that are placed in a center or another facility?

Answer: There are 8 centers that we will allow for a dual enrollment record: Aberdeen JDC, Keystone Treatment Center, Rapid City JDC, Sioux Falls JDC, Turning Point Shelter and Turning Point Chemical Dependency, Huron Our Home and Huron JDC. If a student is placed in any of these locations, you can leave them on your enrollment. If a student is placed in a facility not listed above, please end the enrollment for that student on the last day they were physically present in your school. The school or center that they are attending will be keeping that student's enrollment record for you. If you have questions or concerns, please call or email shannon.brenner@state.sd.us or 773-2539.